

Section 4-3. APPLICATION FOR DLAMP ACADEMIC FUNDING FOR ALL GRADUATE COURSES

Background

DLAMP will provide central funding for costs associated with all approved graduate courses. This includes both full-time and part-time study for completion of a master's degree and part-time graduate study for participants who have advanced degrees but will take additional courses in business management and public policy areas to round out their backgrounds.

General Rules and Procedures

1. Participants approved for and enrolled in graduate courses are required to list the costs for tuition, books and materials for each course on a separate DD Form 1556, Request Authorization, Agreement, Certification of Training and Reimbursement. The DD Form 1556 will be completed by the participant, approved by the supervisor, then sent to DLAMP by email (dlamp@cpms.osd.mil). The hard copy form, signed by the supervisor, must then be faxed, along with the course description from the university catalog and a copy of the tuition rate, to DLAMP at (703) 696-9581. Complete forms must be received by DLAMP at least four (4) weeks prior to the beginning of the course. (DD Form 1556 is available on the DLAMP website at www.cpms.osd.mil/dlamp).
2. If textbooks are purchased separately from tuition, you may request reimbursement for the textbooks along with any authorized local travel costs, using SF 1164, Claim for Reimbursement for Expenditures on Official Business. Detailed instructions and frequently asked questions are found on the DLAMP website.
3. Any changes in course enrollments during the university's drop/add period must be reported to DLAMP and the original DD Form 1556 cancelled. A new DD Form 1556 must be prepared for any substitute course and submitted to DLAMP with the supervisor's signature. Additional costs related to student-initiated course withdrawals after the initial class start date will be the responsibility of the participant, unless the withdrawal was due to circumstances beyond the participant's control.
4. The participant must submit grade reports to DLAMP within six weeks after the semester ends. If the grades are not available, the participant will notify DLAMP within six weeks after the semester ends and will submit the grade(s) as soon as they are available. Grade reports should be faxed to DLAMP at (703) 696-9581.

Any participant who fails to earn a passing grade for a course will be required to reimburse DoD for the full cost of tuition, books and student fees unless failure was due to circumstances beyond the participant's control. Funding will not be provided for subsequent graduate courses until repayment has occurred. If a student is required by a university to retake a graduate course for which he received a low passing grade, DLAMP will not provide funding for a repeat of the same course.

5. The participant will sign a continuing service agreement when the DD Form 1556 is completed and submitted for processing. This signature certifies that the participant understands and commits to the required service obligation following completion of coursework. In addition, the participant authorizes DLAMP to obtain grades from the university for any courses not provided by the participant within the six-week timeframe.